

**2FA - Update of Address / Administration Officer**

To : DBS Bank Ltd  
 Newton Post Office  
 PO Box 069  
 Singapore 912203

Use this form for the following:

- Update of Mailing Address
- Update of Contact details
- Appointment of Security Officers

| 1. COMPANY PROFILE   |  |
|--|--|
| Organisation ID  |  |
| Company's Name   |  |
| Notes:   |  |
| <ul style="list-style-type: none"> <li>• Please specify your Organisation ID used for the login to IDEAL</li> <li>• Please specify the your Company Name as per the one used for the application of IDEAL</li> </ul> |  |

| 2. UPDATE OF MAILING ADDRESS  |  |             |
|---|--|-------------|
| Address (Line 1)  |  | Postal Code |
| Address (Line 2)  |  |             |
| Contact Person  |  |             |
| Office / Mobile / Fax No  |  |             |
| Email   |  |             |
| Notes:  |  |             |
| <ul style="list-style-type: none"> <li>• Please enter the new address if there is change of address. Otherwise, DBS will send the new security device to the existing address on IDEAL</li> <li>• Please enter the new contact person details whom the bank can liaise with on matters related to IDEAL services</li> </ul> |  |             |

| 3. NOMINATION OF ADMINISTRATIVE OFFICER(S)   |  |
|--|--|
| Admin Officer 1  |  |
| Office / Mobile / Fax No   |  |
| Email Address  |  |
| Admin Officer 2  |  |
| Office / Mobile / Fax No   |  |
| Email Address  |  |
| Notes:   |  |
| <ul style="list-style-type: none"> <li>• Security Officer will be given access to Unlock User / Unlock Token / Approve Request to Reset Login PIN</li> <li>• At least two security officers are required to process any of the above requests</li> </ul> |  |

| 4. AUTHORISED SIGNATORIES   |  |  |
|---|--|--|
| Name of Authoriser  |  |  |
| Signature   |  |  |
| Date  |  |  |
| <p>For partnership, the signatures of all partners are required. For a company which has furnished DBS Bank Ltd with a standalone Electronic Banking Board Resolution, the authorised signatories must be the current authorised signatories specified in that document. For a company which has furnished DBS Bank Ltd with a Board Resolution for the opening of the current account that covers Electronic Banking services, the authorised signatories must be the current authorised signatories with the highest authorisation limit as specified in that document.</p> |  |  |

| FOR BANK USE ONLY   |               |  |                 |                    |
|---|---------------|--|-----------------|--------------------|
| CM MAKER  | CM AUTHORISER | ACTION FROM TESTKEY                                | TESTKEY CREATOR | TESTKEY AUTHORISER |
| Name  | Name          | <input type="checkbox"/> Pwd / Pin letter Issued   | Name            | Name               |
| Signature   | Signature     | <input type="checkbox"/> Token Issued              | Signature       | Signature          |
| Date  | Date          | <input type="checkbox"/> Use current pwd/pin/token | Date            | Date               |
|   |               | <input type="checkbox"/> Action taken / deleted    |                 |                    |
| <p>Note: Confirmation / Acknowledgement Letter for Passwords / Pins / Tokens issued should be returned to TESTKEY by _____.</p> |               |  |                 |                    |

**2FA – Update of Contact Details / Signature**

To : DBS Bank Ltd  
 Newton Post Office  
 PO Box 069  
 Singapore 912203

Use this form for the following:

- Update of Email Addresses
- Update of Specimen Signatures (for Authoriser only)

| 1. COMPANY PROFILE   |  |
|--|--|
| Organisation ID  |  |
| Company's Name   |  |
| Notes:   |  |
| <ul style="list-style-type: none"> <li>• Please specify your Organisation ID used for the login to IDEAL</li> <li>• Please specify the your Company Name as per the one used for the application of IDEAL</li> </ul> |  |

| 2. UPDATE OF EMAIL ADDRESS / SPECIMEN SIGNATURES  |         |                          |                          |               |  |
|---|---------|--------------------------|--------------------------|---------------|--|
| User Full Name  | User ID | Maker                    | Authoriser               | Email Address | Specimen Signature<br>(for IDEAL Authorisers Only) |
|   |         | <input type="checkbox"/> | <input type="checkbox"/> |               |  |
|   |         | <input type="checkbox"/> | <input type="checkbox"/> |               |  |
|   |         | <input type="checkbox"/> | <input type="checkbox"/> |               |  |
|   |         | <input type="checkbox"/> | <input type="checkbox"/> |               |  |
|   |         | <input type="checkbox"/> | <input type="checkbox"/> |               |  |
|   |         | <input type="checkbox"/> | <input type="checkbox"/> |               |  |
| Notes:  |         |                          |                          |               |  |
| <ul style="list-style-type: none"> <li>• The specimen signature is required for all Authorisers only. This signature will be used to match the signature of the Acknowledgement Letters</li> <li>• The email address will be used for notification purposes to individual users during any maintenance requests.</li> </ul> |         |                          |                          |               |  |

| 3. SUBSCRIPTION OF FREE eNEWSLETTER   |
|---|
| <input type="checkbox"/> We would like to subscribe to eNewsletter to find out more about Cash Management products. Please email the newsletter to the Contact Person(s) of the Company. Alternatively, please specify the email address: _____ |

| 4. AUTHORISED SIGNATORIES  |  |  |
|--|--|--|
| Name of Authoriser   |  |  |
| Signature  |  |  |
| Date   |  |  |
| For partnership, the signatures of all partners are required. For a company which has furnished DBS Bank Ltd with a standalone Electronic Banking Board Resolution, the authorised signatories must be the current authorised signatories specified in that document. For a company which has furnished DBS Bank Ltd with a Board Resolution for the opening of the current account that covers Electronic Banking services, the authorised signatories must be the current authorised signatories with the highest authorisation limit as specified in that document. |  |  |

| FOR BANK USE ONLY  |               |  |                 |                    |
|--|---------------|--|-----------------|--------------------|
| CM MAKER   | CM AUTHORISER | ACTION FROM TESTKEY                                | TESTKEY CREATOR | TESTKEY AUTHORISER |
| Name   | Name          | <input type="checkbox"/> Pwd / Pin letter Issued   | Name            | Name               |
| Signature  | Signature     | <input type="checkbox"/> Token Issued              | Signature       | Signature          |
| Date   | Date          | <input type="checkbox"/> Use current pwd/pin/token | Date            | Date               |
|  |               | <input type="checkbox"/> Action taken / deleted    |                 |                    |
| Note: Confirmation / Acknowledgement Letter for Passwords / Pins / Tokens issued should be returned to TESTKEY by _____. |               |  |                 |                    |